

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
MARCH 25, 2019 at 7:00 pm**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Michael Negus	Present 7:54 pm
Secretary	Joel Dardengo	Present
Treasurer	Tina Sheard	Present
Member	Lynn Sheard	Absent

ALSO IN ATTENDANCE: Teamwork Property Management Ltd.
Tiffany Corrigan – Licensed Representative

1. CALL TO ORDER

The meeting was called to order at 7:01 pm.

2. ADOPTION OF THE MINUTES

It was moved by Jeanine Nicholls and seconded by Tina Sheard to approve the Minutes of the February 25, 2019 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

The inspection date for patio doors has been scheduled for April 8, 2019 by NES The Door Express. Owners who have requested patio door repairs have been contacted directly to advise they are required to provide access.

b) Roof and Attic Inspection

The independent roof inspection was completed by BC Roof Inspectors on March 25, 2019. On April 9, 2019 BC Roof Inspectors will return with a two man team to inspect the attic. Council will review any necessary information regarding these inspections electronically prior to the next meeting

c) Drain Concern

The drain repair located outside the parkade man door has been completed by DMS Mechanical in the amount of \$5,305.93. As per the approval from the Owners at the 2018 Special General Meeting the invoice will be expensed from the Contingency Reserve Fund.

d) Fire Department Report

Council reviewed the report from the City Fire Marshal and most of the requests have been completed with the exception of moving the lock box on the exterior of the building. Council is working NES The Door Express to determine a suitable location and installation. In addition, the sealing of the shut off valves in the mechanical room is pending completion. After inspection of the shut off valves, it was determined they cannot be moved to another location. Council will provide the Owners with shut off valves in the mechanical room with access.

e) Plumbing

A proposal is pending receipt for the concern with the shut off valves for Unit 209. The valve cannot be accessed to shut off in the current location. Council directed Teamwork to follow up with DMS Mechanical on this matter.

f) Drain Cleaning

The drain cleaning was completed March 4 and 5, 2019 by DMS Mechanical in the amount of \$2,900.00 plus tax.

g) Window Cleaning

Window cleaning will be completed on April 8, 2019. Owners will be required to remove their screens prior to cleaning. Notices have been posted on Common Property requesting Owners remove screens prior to cleaning.

h) Community Disposal Bin

The community disposal bin will be onsite March 29, 2019 to April 1, 2019. Owners are reminded all types of household items are permitted to be put into the bin including furniture and electronics. Mattresses, drywall, paint and hazardous materials are not permitted. Council requests Owners be respectful of these rules if you are not sure if an item can go into the bin please contact Teamwork at admin@teamworkpm.com.

i) Annual Fire Inspection

The annual fire inspection is due to be completed on April 11, 2019. Owners are reminded access to every Unit is required for the fire inspection. Please ensure you coordinate with a friend, family member, or neighbour if you can't be home for the inspection.

j) Make Up Air Unit

Repairs to the make-up air Unit are pending completed by DMS Mechanical as the parts are on order. It is anticipated repairs will be completed by end of April 2019.

k) Janitorial

The janitorial company advised they have removed the previous worker and the Owner and supervisor will be working at Westside until a suitable alternative can be found. Council is very happy with this development and deem the matter resolved at this time.

l) Visitor Parking

Council discussed visitor parking and repeat offenders continue to park in visitor parking. Council will monitor the parking and will consider new sign installations at the next Council meeting.

m) Snow Removal

A response from the neighbouring property regarding their contribution to the snow removal costs is pending receipt, Council will review at subsequent meetings.

n) Report From Owner

Council received a report from an Owner advising a crack has formed in the drywall above the new patio door which was installed in 2018. Council reviewed information

from the window contractor Legacy Windows, and directed Teamwork to send a letter of response to the Owner to advise repairs to the drywall are the Owners responsibility.

4. FINANCIAL STATEMENTS

The January 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Joel Dardengo and seconded by Jeanine Nicholls to approve the January 2019 Financial Statements, bank reconciliations, and bank statements as prepared and presented and to authorize Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favor

5. CORRESPONDENCE

- a) A letter was received from an Owner in regards to a chargeback on their Strata Lot ledger, the Owner requests Council approve monthly payment plan. Council approved the proposal and directed Teamwork to provide a response to the Owner requesting post-dated cheques.
- b) Council reviewed a letter from an Owner requesting to rent their Strata Lot. The Council denied the request, as per the Bylaws only 1 rental is permitted and the position is currently filled. The Owner was added to the rental wait list.
- c) A letter was received from an Owner reporting their patio door lock is not operational and requested repairs. The Owner was advised the patio door locks are the responsibility of the Owner.
- d) Council reviewed a letter from an Owner reporting the west courtyard gate lock is broken and requested repairs. Council reviewed the situation and determined no action would be taken at this time. Council has in the past investigated this issue in depth and there is no solution other than reinstalling all courtyard gates and fencing. Council determined this will be addressed when the courtyard membrane is replaced.
- e) A letter was received from an Owner alerting Council they will be on vacation. Council directed Teamwork to send a letter of response requesting the Owner ensure their screens are removed on April 8, 2019 for window cleaning and access is provided for the fire inspection on April 11, 2019.
- f) Council reviewed a letter from an Owner reporting a light is not operating in the parkade. The Council reviewed the concern and is awaiting a response from the janitor on whether the bulb can be replaced. If the ballast is broken an electrician will be engaged.
- g) A letter was received from an Owner regarding Canada Post Mail delivery. By the date of the meeting the situation had been resolved with Canada Post.

6. NEW BUSINESS

a) Annual General Meeting

The Annual General Meeting has been scheduled for **April 29, 2019**, to be held in the Common Room at Westside Estates, sign in commences at 6:45 pm, notices will be sent to all Owners as outlined in the Strata Property Act.

b) Budget

Council reviewed the budget for the 2019-2020 fiscal year. It was moved by Jeanine Nicholls and seconded by Michael Negus the proposed budget be presented to the Owners for consideration at the upcoming Annual General Meeting.

CARRIED All in Favour

c) AGM Agenda

Council reviewed the determined at the Annual General Meeting the Owners will be presented Resolutions to consider a smoking Bylaw amendment, an expense to renew the Depreciation Report and a request for funds for patio door repairs. In addition Council will present a Resolution to the Owners to consider a new perimeter fence installation.

d) Insurance Renewal

Council considered the insurance renewal from Hub International Insurance Brokers. Council will be reviewing a secondary proposal from BFL prior to the Annual General Meeting and discussing with the Owners the options for insurance.

e) Fence

Council reviewed quotes for the fence installation and determined Premium Fence will be considered. The proposal will be presented to the Owners at the Annual General meeting.

f) Appraisal

The appraisal was completed by Suncorp Valuations, the property was appraised in the amount of \$13,780,000.00

g) Lights

Council discussed lights in the parkade and directed Teamwork to follow up with the janitor on the light operation and to engage an electrician if required.

h) Elevator

An Owner reported the elevator was not operating smoothly, they described the experience as a bump. Richmond Elevator has been advised to inspect the elevator in regards to the report at the next scheduled monthly service. Any Owners who have experienced a similar occurrence are asked to report to Teamwork Property Management.

i) Enter Phone

The enter phone was not operating, Viscount was engaged for a service call. It was determined the power was shut off to the system. Council deems the matter resolved.

j) Repairs to Strata Lot

Emergency mitigation repairs were completed to Unit 105 when it was discovered the drywall was affected by the water ingress located at Unit 210. The costs for the mold remediation are the responsibility of the Strata Corporation.

k) Storage Locker Break-In

Council noted a private storage locker had been broken into. The Owner of the locker was advised and reported there was nothing stored in the locker. Council directed Teamwork to engage NES The Door Express to complete the necessary repairs to the storage locker door.

l) Mail Delivery

Council discussed the interruption in the Canada Post Mail delivery. Council was not sure why the mail was not delivered it was reported the carrier was having difficulty accessing the building. Subsequent to the meeting, it was determined Canada Post advised they have upgraded their lock and will resume service.

m) Exterior Door Repairs

Council advised an exterior exit door adjacent to the parkade gate requires repairs as the closing arm is broken. The Council directed Teamwork to engage NES The Door Express to complete the necessary repairs to the exterior door.

7. DATE OF NEXT MEETING

The next meeting will be the Annual General Meeting to be held Monday, April 29, 2019 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 9:17 pm.

Please put all concerns in writing and submit to Council
By email: admin@teamworkpm.com
By mail: Deposit in the suggestion box
Correspondence may also be submitted in writing by mail to Teamwork Property
Management
Guest Suite or Recreation Room Rentals Please Email:
Westside.Estates3303@gmail.com

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